

CAPITAL DEVELOPMENT AUTHORITY

(Directorate of Municipal Administration)

Shahra-e-Subarwardhy, G-7/1, Islamabad.

BIRTH REGISTRATION FORM

(Form A)

Child's Name:	_____	بچے کا نام	1
Gender 2	_____	جنس	2
Date of Birth (dd/mm/yy):	_____	تاریخ پیدائش	3
Father's Name:	_____	والد کا نام	4
Father's CNIC No:	_____	والد کا شناختی کارڈ نمبر	5
Mother's Name:	_____	والدہ کا نام	6
Mother's CNIC No:	_____	والدہ کا شناختی کارڈ نمبر	7
Grand Father's Name:	_____	دادا کا نام	8
Address:	_____	پتہ	9
Relation:	_____	بچے کا درخواست دہندہ سے رشتہ	10
Doctor/Midwife Name:	_____	ڈاکٹر/ادائی کا نام	11
Disability (If any):	_____	معذوری (اگر ہو تو)	12
Name of Hospital/Clinic:	_____	جائے پیدائش (ہسپتال/کلینک کا نام)	13
Religion:	_____	مذہب	14
Name of Applicant (F/M)	_____	درخواست دہندہ کا نام اور دستخط (والد/والدہ)	15
Birth District:	_____	پیدائش کا ضلع	16
Date of Registration:	_____	تاریخ اندراج	17
Contact No:	_____	رابطہ نمبر	18

Received by (For Office Use Only)

Cash Branch:

Certificate Fee:

Receipt No.

Date:

Signature:

For Computer Record:

Certificate Fee:

Date:

Signature:

نوٹ: فارم اردو اور انگلش (دونوں) میں پر کریں۔

فارم سی ڈی اے ویب سائٹ (www.cda.gov.pk) سے ڈاؤن لوڈ کیا جاسکتا ہے

INSTRUCTION FOR BIRTH REGISTRATION CERTIFICATE

1. Use CAPITAL LETTERS to fill the information.
2. Fee Structure:-
 - i) Certificate Fee Rs. 50/-
 - ii) Birth reported beyond one month but within one year Rs. 60/-
 - iii) Birth reported after one year but within five year Rs. 180/-
 - iv) Birth reported after five years Rs. 630/-
3. Searching Fee:-
 - i) Certificate fee after one month but within one year Rs. 60/-
 - ii) Security Paper fee Rs. 50/-
 - iii) After one year but up to five years Rs. 180/-
 - iv) Beyond five years Rs. 630/-
4. Urgent Fee.

Double the rate will be charged
5. Timings:-
 - i) Monday to Thursday 09:00 am To 02:00 pm
 - ii) Friday 09:00 am To 12:30 pm

Any person who commits a search of the Bye-Laws shall be punishable with fine under section 116 of the Municipal Administration Ordinance, 1960.

CHECK LIST OF REQUIRED DOCUMENTS.

1. Affidavit (Duly Attested from Notary Public (on stamp paper of appropriate value) (as per specimen enclosed) / ~~in case~~ of Birth at home.
2. Original Birth Certificate of Hospital / Clinic / nursing Home / Doctor.
3. Copy of CNIC (Attested) of the Father and Mother of the Child.
4. Copy of Passport (Attested) of the Father and Mother in case of Foreigners.
5. Copy of Nikkah Nama in case of NIC of Female deceased is not registered with her husband.
6. Midwife affidavit affected in case of birth at home.

AFFIDAVIT

I, _____ S/o _____ Resident of _____
do hereby solemnly affirm and declare as
under:-

1. That _____ who date of birth is _____ is my son / daughter.
2. That above named son / daughter was born at _____ Hospital, Islamabad (Original Birth Certificate is attached).
3. That date of birth of my above name son / daughter is not yet registered in DMA, CDA, or any concerned authority of Pakistan.
4. That the date of my above named son / daughter may please be registered and formal Birth Registration Certificate may Kindly be issued. I shall abide by all the rules and regulation in this regards.

It is further on Oath that the contents of my above affidavit are true and correct to the best of my knowledge and belief and nothing had been concealed there from. In case of any wrong information, the authority has right to cancel / withdraw the Birth Certificate at any stage.

Deponent: _____

Name: _____

Signature: _____

Relation with Deceased: _____

NIC No: _____

Address: _____

Sincerely Yours

Name of Applicant _____

Signature _____

Date: _____